

# Invoice guide for Vodafone



## Always include the following information on your invoices according to VAT-legislation<sup>1</sup>:

- Invoice date and a unique invoice number
- Your company name, address, contact details, VAT registration and Chamber of Commerce number
- Your bank details
- Vodafone Netherlands' correct registered address and VAT registration number:  
**VODAFONE LIBERTEL BV**  
Avenue Ceramique 300  
6221 KX Maastricht, Nederland  
NL800755133B01 (mention our VAT registration number when reverse charge mechanism applies or by intra-community supply)
- **The date or period on which the delivery of goods or the supply of services was made or completed**
- The quantity and nature/description of the goods and/or services supplied
- The applicable VAT rate(s) and unit prices
- The Value Added Tax (VAT) amount and the total amount due
- The Purchase Order number provided prior by Vodafone
- If applicable: The applied exemption or intra-community delivery. If the reverse charge mechanism applies mention "reverse charge" on the invoice.

## Useful to know!

- Send your invoice(s) electronically in PDF. This way invoices will be processed faster and. Above all it is free of charge and absolutely environmental friendly. Send your request to: [business-support.nl@vodafone.com](mailto:business-support.nl@vodafone.com).
- When you send your invoice(s) electronically in PDF please make sure that the PDF only contains one invoice or credit note.
- In case you cannot send your invoices in PDF please use Vodafone's correct postal address.  
**VODAFONE OPERATIONS CENTRE HUNGARY**  
Budapest  
P.O. BOX 375  
1438  
Hungary
- Check the status of your invoices, purchase orders and payments online. Apply now and start using **Vodafone's Vendor Portal**. Send your request to [webboarduseradmin@vodafone.com](mailto:webboarduseradmin@vodafone.com).
- Kindly notify us immediately if your bank details have been changed. Please send your notification to [business-support.nl@vodafone.com](mailto:business-support.nl@vodafone.com).

<sup>1</sup> Article 35a of the Dutch VAT-law 1968 jo. Article 226 of the European VAT-directive.



- In case you would like to contact our Accounts Payable department please send an e-mail to [business-support.nl@vodafone.com](mailto:business-support.nl@vodafone.com) or call +31 (0) 800 020 5893 (toll-free).
- Support hours: 09:00 - 13:00

### **Attention!**

- *In the future invoices will be rejected and send back to you if they do not comply with the above mentioned requirements.*
- *In case your invoice was rejected by Vodafone we would like to kindly ask you to issue your correct invoice with a new document date. In the future if the invoice date is not correct the invoice will be send back to you.*